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6 July 1973

EXECUTIVE SECRETARIAT

1. The Executive Secretariat is established, effective . The Secretariat will be under the supervision of the Director and consist of the Executive Secretary, two Staff Assistants, and two Secretary-Stenos.

2. The Executive Secretary will perform the following functions:

(a) Review and distribute all incoming extra-Agency correspondence addressed to the Director and Deputy Director. Subject to review by the Director and Deputy Director, he will assign tentative actions and suspense dates to the appropriate Deputy Director, Head of Independent Office, or appropriate officer. He will call the attention of the Director and Deputy Director to any correspondence that warrants their awareness or guidance prior to completion of action. He will also review correspondence for the signature of the Director and Deputy Director destined to addressees outside the Agency to assure they are in proper form and have been fully coordinated. This effort will be supplemented by the personal staff assistants assigned to their offices.

(b) Review all intra-Agency correspondence addressed to the Director and Deputy Director, ensuring that staff action has been completed and that copies are disseminated to all interested components. Unless specifically exempted by the Director or Deputy Director, all hand-carried material, whether they be action or information papers, will be recorded with the Secretariat, together with a statement or note indicating the action taken (even if ex post facto). In the event decisions are reached during the course of a telephone conversation, an effort will be made to make notes and file a copy with the Secretariat. A record of all actions assigned by the Director or Deputy Director will be maintained and reviewed with them periodically.

(c) He will keep the DCI, DDCI, and Deputy Directors advised of significant correspondence via a periodic reading file, provision of information copies, or oral briefings on particularly sensitive topics.

(d) He will index documents for prompt retrieval and maintain appropriate compartmentation of sensitive files of materials.

(e) He will exercise supervision over the Executive Registry and the Administrative Officer of the Office of the Director.

ADMINISTRATIVE - INTERNAL USE ONLY

(f) Provide administrative support to the Secretary of the CIA Management Committee, to include developing draft agendas for meetings, circulating related papers, and taking the minutes of the meetings.

(g) Have developed and monitor a schedule of all major intelligence production tasks.

(h) Record items of discussion at the Director's staff meetings and disseminate action reminders and establish suspense dates.

(i) Approve expenditures from the DCI Imprest Fund.

(j) Circulate the calendars of the Director and Deputy Director on a timely basis.

(k) Develop the daily absentee list of senior officers.

(l) Approve staff cable dissemination requests and refine all staff and command cable and electrical transmissions systems to assure that the Director and Deputy Director are kept informed.

(m) Act as E Career Service Approving Officer for all personnel actions concerning officers of GS-15 and below.

(n) Review and approve, as appropriate, recommendations from the DCI Administrative Office regarding:

1. Equipment rental contracts
2. Procurement requisitions
3. Travel orders, advances and accountings
4. Contract/consultant payments
5. Transfer of charges from other offices to the Office of the Director
6. Special project expenses
7. Program Call for the Office of the Director
8. Executive Dining Room billings
9. Nominations of officer training before transmittal to the Training Selection Board